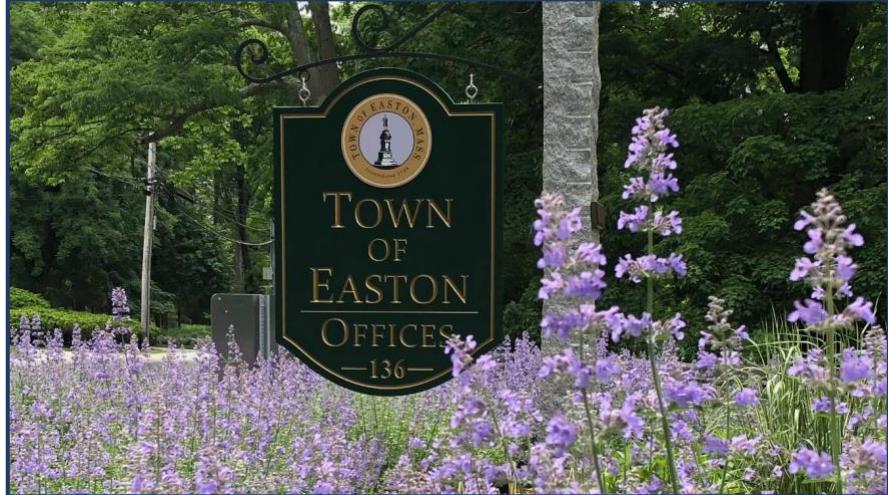


EASTON, MA – Town Administrator



Position Statement

The Town of Easton, Massachusetts (pop. 25,000) is an historic, community-oriented suburban town in Bristol County, known for its strong civic identity, high-performing schools, exceptional open spaces, and commitment to thoughtful long-range planning. Located just 25 miles south of Boston, Mass. and 30 miles from Providence, R.I., [Easton](#) blends the charm of a quintessential New England town with easy regional access, a vibrant cultural and recreational environment, and an engaged citizenry. The community is home to Stonehill College, the nationally recognized Ames architectural legacy, and extensive conservation lands that reflect the Town's long-standing dedication to environmental stewardship and historic preservation.



Easton has evolved over the past three decades from a primarily residential suburb into a community focused on managed growth, responsible financial planning, modernized infrastructure, and high-quality municipal services. With the recent completion and ongoing implementation of Easton's Master Plan, renewed emphasis on economic development in designated commercial districts, and significant public infrastructure investments—including water system upgrades, municipal facilities, and school facility planning—Easton stands poised for continued advancement under a forward-looking Town Administrator.

The community is facing the challenge of significant budgetary constraints that include a structural deficit and necessitated position eliminations. As voters recently rejected a \$7.3 million Proposition 2½ operational override, the next Town Administrator should be financially astute and will need to focus on commercial growth to help fund operations. Easton is seeking a skilled municipal management professional who embraces transparent leadership, community engagement, modern management practices, and a collaborative team-centered culture. The Town Administrator must be a thoughtful listener, who is respectful and inclusive, has high integrity, and can continue to build trust with the community. Easton has talented department heads, and the Town Administrator will be expected to value their skillsets and be a supportive leader.

Annual salary: \$215K+/- DOQ. The successful candidate will receive an attractive compensation package, including health and retirement plans, commensurate with qualifications and experience. Easton is an Equal Opportunity Employer.



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Government

The Town of Easton has an open Town Meeting form of government with a Town Administrator and a [Select Board](#) of five members, who are highly collaborative, supportive, and collegial. As the chief administrative officer of the town, the [Town Administrator](#) oversees and administers the general business of town, implements policies to achieve the Select Board's goals, and ensures that available resources are being used efficiently and effectively. The town has a strong team of department heads. The next Town Administrator should be a collaborative team builder with strong communication and municipal finance skills who is highly transparent and will build trust while guiding the town into the future.

Finances

Easton holds a Moody's rating of Aa3, as stated in a [September 2024 credit opinion](#). Local property taxes generate 72.54% of budget revenue, while state aid is 13.67%, local receipts bring in 8.73%, and other available revenue represents 5.06%. Easton is dealing with a structural deficit in its annual budget as Proposition 2½, rising fixed costs, and facility and infrastructure needs have placed significant pressures on Town finances, and an operational override has not been approved in 19 years. Strong New Growth in recent years has been vital in mitigating these challenges, and additional economic development is greatly desired to help fund operational costs.

Easton's FY26 budget is \$107.1 million. This includes \$21 million for general municipal services, the \$51.5 million Easton Public Schools budget, and \$34.5 million for fixed costs. The Town faced significant budget challenges for FY26 due to a \$6.36 million preliminary deficit. In June 2025, a proposed \$7.3 million Proposition 2½ override was rejected by voters which necessitated cuts to town and school services, including over 50 positions eliminated across departments. Ambulance service will be privatized as of February 1st. Town and school leaders are currently assessing a potential FY27 override for the April ballot ahead of the Annual Town Meeting.

According to the Massachusetts Department of Revenue Division of Local Services, Easton had a FY24 stabilization fund balance of nearly \$7.04 million. The Town's FY26 certified free cash was nearly \$1.85 million and its FY26 overlay reserve balance was approximately \$580,000. The FY26 tax rates are \$12.59 per \$1,000 valuation for residential property and \$16.25 for commercial/industrial/personal property. The average single-family home tax bill for FY26 is \$9,441.

Education

Easton residents place a high value on education and the Town's schools have a tradition of excellence. [Easton Public Schools](#) serves approximately 3,400 students across a preschool, two elementary schools for grades PK-2 and 3-5, a middle school, and a high school. High school students may also attend [Southeastern Regional Vocational Technical High School](#) in South Easton. The school Superintendent is retiring at the end of this academic year and a search for a replacement is underway. The Town values having good relations with the school department and the next Superintendent and Administrator will be expected to work collaboratively on financial and planning issues. Easton is also home to [Stonehill College](#), a major educational and economic anchor.

Important Links:

- [Town Charter](#)
- [Town Bylaws](#)
- [2024 Annual Town Report](#)
- [Budgets & Financial Information](#)
- [FY2026 Budget](#)
- [Capital Improvement Plan](#)
- [Financial Management Guidelines](#)
- [Master Plan Update 2025](#)
- [FY25 Goals & Objectives](#)
- [Easton Public Schools](#)
- [Scenic video of Easton](#)
- [Over Easton video](#)
- [Open Space & Recreation Plan 2025-2035 – Draft](#)



Economic and Community Development

Economic development, particularly commercial development, is a high priority for the Easton administration. While nearly one-third of Easton's land is minimally or non-taxable (preserved open space, state parks, public parks and property, Stonehill College, etc.), the Town does have an industrial district that allows for many commercial uses. The Easton Industrial Park, a 200-acre site off Belmont Street, is in the design phase of being connected to the Brockton sewer system which will allow for increased development there. The Town Administrator will be expected to maintain a collaborative relationship with Brockton officials. The Easton Master Plan ([Envision Easton](#)), which was updated in 2025, highlights four major themes: housing sustainability, economic development sustainability, climate sustainability, and financial sustainability. The Town Administrator will be expected to work toward achieving the Master Plan's goals and to successfully complete ongoing projects including sewer expansion and connections, and the replacement of all police, fire, and public works facilities. The building blocks for additional commercial growth are in place and, in fact, FY25 and FY26 show the highest and second highest total New Growth on record with \$1.5 million and \$1.1 million, respectively, significantly outperforming the prior 10-year average of \$780,000.



Open Space, Recreation, and Community Well-being

Green space and open areas are important to Easton residents, and, thanks to active land acquisition and preservation, the Town has nearly 4,000 acres of preserved open space. Easton has miles of trails in its conservation management areas that are available for recreational hiking and nature observation. Easton also provides numerous playing fields and recreational land for youth and adult sports. Additionally, the Town's [Community Engagement & Programming Department](#) offers a wide variety of programs to positively impact the well-being of Easton's youths and adults.



Easton is proud of its efforts to safeguard the health and well-being of its residents. The Town provides well-being outreach services for residents and has partnered with Wiliam James College to offer valuable mental health referral services for residents and students. Additionally, Easton is a leader in the Commonwealth in addressing PFAS contamination in the water supply, taking action well before many other communities even recognized the issue. Early on, the Town invested approximately \$14 million in cleanup and the level of PFAS in the water is now undetectable. Easton recently adopted its first Climate Action Plan, delivering a plan of goals, strategies, and actions that will guide Easton's response to climate change, and the next Town Administrator will play a key role in its implementation.



Challenges and Opportunities

Easton is a vibrant and growing community with a number of significant infrastructure projects in planning and construction as well as recent updates to master plans, climate action plan, and other strategic plans, which provide a solid foundation for the new Town Administrator to prioritize goals.

- **Finances.** Easton is a lean municipal organization that has had to reduce personnel and privatize services in recent years. The Town has made important progress in building reserve fund balances, adopting healthcare reform, and formalizing recurring deposits to the OPEB trust, but the annual operating budget is challenged by minimum aid status and rising health insurance costs. A skilled financial manager with experience managing tight budgets and generating new, non-residential tax revenue and navigating community prioritization discussions about possible operating overrides is essential.
- **Community Engagement & Inclusion.** Easton is a diversifying and growing community that prioritizes inclusion and participation. However, the Open Town Meeting form of government is often cited by residents as a challenge to follow along and meaningfully engage, meeting attendance and municipal voter turnout is low outside of occasional items, and the Board wishes to see a Town Administrator skilled in bringing viewpoints across the political and economic spectrums to a welcoming table to forge consensus.
- **Facilities Construction.** Easton has implemented a comprehensive facilities replacement program which will result in an average age of construction/renovation of school facilities of 2008 and municipal facilities of 2022. The replacement of all police, fire, and public works facilities is ongoing and will be completed throughout 2026.
- **Infrastructure Development.** Easton has recently constructed its first three wastewater collection systems and is in the design phase of preparing for an intermunicipal connection to the City of Brockton to provide sewer to its Industrial Park. These infrastructure programs have contributed significant and essential new growth to Easton's levy which must continue. Candidates with substantial infrastructure planning and execution experience are encouraged to apply.
- **Economic & Community Development.** The recently updated Envision Easton Master Plan (2025) and newly adopted Climate Action Plan (2025) include exciting priorities for the community including a focus on affordable housing and commercial development. Candidates with experience capitalizing on infrastructure enhancements and public private partnerships to catalyze growth will be welcome. Open Space & Recreation and Climate Action plans were also recently completed.
- **Leadership Transition.** Easton has a positive history of long tenure among its municipal department heads and leadership, with only two Town Administrators in the previous 19 years. The outgoing Town Administrator accepted a new opportunity on positive terms with Easton's Select Board, and the remaining municipal leadership team is high performing and eager to work with a similarly driven Administrator. As retirements approach, the next Town Administrator will need to build and include new leaders into a well-established team.
- **Town Gown Relationships.** The Town has built strong working relationships with the Easton Public Schools, whose Superintendent is retiring, as well as with the Southeastern Regional Vocational School and Stonehill College. Maintaining and enhancing these relationships is important for the Administrator.
- **Professional Culture & Labor Management Relationships.** The Select Board and Town Administrator have invested over many years to promote a culture of respect for professionalism and personnel and positive relationships between leadership and unions. A candidate with demonstrated experience nurturing this culture is essential.





The Ideal Candidate

- Master's degree in public or business administration or a related field is preferred.
- Superior skills in municipal financial and budget management, project management, personnel management, and community engagement.
- Demonstrated prior success in leading a complex municipal organization.
- A skilled communicator, both internally and externally, oral and written; highly transparent. An active listener with superior people skills; excellent follow-through.
- Ability to engage the community and to build and maintain trust with community, staff, boards, school department.
- Experience with creative financing solutions and sustainable economic development efforts.
- Ability and willingness to be present – with staff and residents, at meetings, in the community.
- Strong legal acumen related to municipal governance.
- A visionary leader who can work effectively with the various interests of the Town.
- Team-oriented; morale builder; superior leadership qualities and experience; high integrity; ability and willingness to take the initiative. Willing to work as part of the team; empowers staff; ability to coach and mentor staff as needed; supports professional development.
- Knowledgeable of, and able to implement, municipal best practices; goal oriented.
- Calm under pressure; ability to negotiate compromise or consensus; respectful of others.

How To Apply

Send cover letter and résumé via email, in a single PDF, by January 30, 2026, 3:00 p.m. EST to:

Apply@communityparadigm.com

**Subject: Easton
Town Administrator**

Questions regarding the position should be directed to:

Bernard Lynch, Managing Principal
Community Paradigm Associates
BLynch@communityparadigm.com
978-621-6733

The Town of Easton, Mass., is an Equal Opportunity Employer.



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